

**BATTLE CREEK CITY PLANNING COMMISSION
MEETING MINUTES
Wednesday, March 16, 2011**

1. Call to Order:

Chairman Preston Hicks, called the meeting to order at 4:00 p.m.

2. Attendance:

Members Present:

Steve Barker	John Godfrey	Chip Spranger
Susan Baldwin (Mayor)	Preston Hicks	Dan Buscher
Jan Frantz	William Morris	

Members Excused: John Stetler

Staff Present: Christine Hilton, Planning Supervisor
Eileen Wicklund, City Attorney
Jim Ritsema, Assistant City Manager/Finance Director
Susan Bedsole, Licensing and Compliance Director
Glenn Perian, Senior Planner

3. Additions or Deletions to the Agenda: None

4. Approval of Minutes: Meeting Minutes of December 15, 2010.

**MOTION WAS MADE BY COMMISSIONER BARKER, SUPPORTED BY
COMMISSIONER GODFREY TO APPROVE THE PLANNING COMMISSION
MEETING MINUTES FOR DECEMBER 15, 2010.**

VOTE ON MOTION: ALL IN FAVOR; NONE OPPOSED; MOTION CARRIED.

5. Correspondence: None

6. Public Hearing & Deliberations/Recommendations: None

7. Old Business: None

8. New Business:

A. Capital Improvement Program, 2012-2017

Mr. Jim Ritsema, Assistant City Manager/Finance Director stated that the Capital Improvement Program, 2012 – 2017 was presented initially at the joint meeting of the City Commission and Planning Commission on January 31, 2011 and he is now seeking a recommendation to the City Commission to adopt the plan.

**MOTION BY COMMISSIONER GODFREY, SUPPORTED BY COMMISSIONER
BUSCHER TO RECOMMEND APPROVAL OF THE CAPITAL IMPROVEMENT
PROGRAM, 2012 – 2017 TO THE CITY COMMISSION.**

A ROLL CALL VOTE WAS TAKEN: ALL IN FAVOR; NONE OPPOSED; MOTION APPROVED.

B. 2010 Planning Department Annual Report

Planning Supervisor Hilton presented the 2010 Annual Report of the Planning Department for review and consideration. The report includes a summary of activities of the Planning Commission, Zoning Board of Appeals, and the Historic District Commission as well as general activities of the Planning Department.

MOTION BY MAYOR BALDWIN, SUPPORTED BY COMMISSIONER MORRIS TO PLACE ON FILE AND FORWARD TO THE CITY COMMISSION FOR THEIR REVIEW, THE 2010 PLANNING DEPARTMENT ANNUAL REPORT.

A ROLL CALL VOTE WAS TAKEN: ALL IN FAVOR; NONE OPPOSED; MOTION APPROVED.

9. Comments by the Public: None

10. Comments by the Staff and Commission Members:

Planning Supervisor Hilton handed out a chart of projects the Planning Department is working on. Their first priority is to make the amendments to the zoning ordinance, as required by the Zoning Enabling Act. The deadline for this is July 1, 2011. Mayor Baldwin stated that the City Commission would likely want a workshop to review the proposed amendments.

Dan Buscher was welcomed to the Planning Commission.

Planning Supervisor Hilton stated the department was working with a potential applicant for an assisted living facility to be located in NPC 10. She also stated that DPW staff is still working on the proposed wellhead protection ordinance, and that will be submitted to the Planning Commission at a later date.

Licensing and Compliance Director Bedsole updated the Planning Commission on the medical marihuana ordinance. The moratorium expires in July and any changes to the draft zoning ordinance would be brought back to the Planning Commission.

11. Adjournment: The meeting adjourned at 4:16 P.M.

Respectfully Submitted,

Christine M. Hilton, AICP
Executive Secretary, Planning Commission